

EXHIBIT A



RED CLAY CONSOLIDATED
SCHOOL DISTRICT

Robert J. Andrzejewski, Ed.D.
Chief Executive Officer

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2916 Duncan Road
Wilmington, DE 19808

SKYLINE
MIDDLE SCHOOL
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Nick T. Manolakos, Ed.D.
Principal

Janet Basara
Assistant Principal

To: Rich Wilcoxon
From: Janet Basara *JB* 1/22/04
Date: January 20, 2004
RE: Meeting on December 17, 2003

On December 17, 2003, we met to discuss a series of events that occurred between you and a female staff member. In our conversation, we discussed the inappropriate remarks, some of a sexual nature, you made to her. I told you at that time, such comments were unacceptable and were to stop immediately.

In addition, I want to inform you that if any further inappropriate comments are made, the District will take disciplinary action. You should also be aware that the staff member has indicated she will file sexual harassment charges, if this continues.

Please be advised that you need to maintain a professional relationship and cease all sexual remarks.

Signature indicates receipt, not necessarily agreement

Date

Refused to sign Basara 1/22/04